

# **SAFETY AWARENESS**

**The Objective of this training is to help you creating a healthy and safe learning environment so that you can make a positive contribution to the planning of our school's approach to health and safety management;**

**You will be able to influence positively your students' ideas about health and safety, nurturing them as future responsible adults;**

# Why is Health and Safety so important?



# Tittles

- ❖ **Safety Management- Roles and Responsibilities OHS.**
- ❖ **Hazards warning and safety signs**
- ❖ **Fire safety/ Emergency planning.**

# Safety roles and responsibilities.

Roles are labels to help define who we are, how we should behave personally and what we should be doing as an individual or group. Along with that role come assigned responsibilities and status

## ■ **Employee Responsibilities:**

1. Taking care of your own health and safety.
2. Cooperate with others on health and safety
3. Follow the training given to you by your employer
4. Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.

## ■ **Employers Responsibilities:**

1. Provide and maintain a safe workplace.
2. Manage work to ensure the safety, health and welfare of employees.
3. Assess risks and put a safety statement in place.
4. Provide and maintain facilities for employees,
5. Prepare and update emergency procedures.
6. Provide training and information.
7. Report serious incidents to the Health and Safety Authority.

## ■ Responsibilities of students

1. follow safe work practices, including the proper use of any personal protective equipment supplied.
2. Report all health and safety accidents, incidents and hazards to a staff member as soon as is practicable.
3. Seek information or advice from a staff member before performing new or unfamiliar tasks.

## ■ health and safety representatives

1. A safety representative is elected by workers to represent them.
2. They can inspect the workplace if the employer agrees.
3. They can investigate incidents.
4. Safety representatives get information from the Health and Safety Authority inspector. They may accompany the Health and Safety Authority inspector if the inspector agrees.
5. They bring any concerns to their employer or the Health and Safety Authority.

## ■ Safety committee

1. The safety committee is established as a management tool to recommend improvement to the school workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards.

## ■ Emergency response Team

1. (SERT) is responsible for the safety of students and staff during dangerous situations. Emergency situations like hurricanes, earthquakes, medical emergencies and active shooters, are examples of situations that pose an immediate threat. Emergencies, whether natural disasters or man-made situations, come on suddenly and unexpectedly.
2. The leader of the SERT is called the Incident Commander (IC.) when an emergency arises. The IC makes the final decision regarding the implementation of response measures such as lockdowns and evacuations.

3. Every ERT has various members, and each member has a designated role to fulfill.

■ **Inspection Team**

1. Formal and informal safety inspections on a daily, weekly, monthly basis are important in making sure the workplace remains free of hazards that could cause injury or illness so that management may:
  - identify hazards which might require risk assessment;
  - check specific equipment or processes which must be inspected under a requirement of Regulation or Approved Code of Practice;
  - check other buildings, furniture, fittings and equipment for the presence of unsafe conditions;
  - check work and processes for the presence of unsafe acts by the people involved;
  - check measures adopted for the control of risk to ensure that they are present, that they function and that they are being used properly.

### Health and Safety Team members:

- Mr.Hentry
- Ms.Awatif
- Mr.Oliver
- Ms.Cindy
- Ms.Liwa
- Mr.Romelle
- Mr.Saif
- Mr.Qusai
- Ms.Pascale
- Ms.Cherry

### ERT(Emergency Response Team)

- Mr.Oliver-Bomb Threat
- Ms.Cindy-Medical Emergency
- Ms.Awatif- Bus Accident
- Mr.Oliver- Fire Explosion
- Mr.Saif -Earthquack
- Mr.Rigel-Hazardous Chemical
- Ms.Pascale- Severe
- Ms.Cinderella- Epidemic
- Ms.Nadia- Field Trip

### Inspectors

- Mr.Oliver- Laboratory
- Ms.Cindy- Isolation section
- Ms.Liwa-Art Rooms
- Ms.liwa-House Keeping
- Mr.Oliver- Guard/Contractors
- Mr.Saif- Transportation
- Mr.Omari- Storage Room

# Health & Safety in the Workplace

- INPSAA encourage employees and students to report Safety & Health hazards to supervisors, Directors or H&S manager.
- Supervisors shall inform and remind all staff with H&S school policy.
- H&S supervisors shall assure that regular and periodic inspection are conducted at work place to identify and evaluate work practices.
- Collect existing information about workplace hazards
- ❖ **Hazard Identification and Correction:**
- Mechanical, Physical, Chemical, Environmental, Biological.
- ❖ **Hazard report forms:**
- **Attached.**



# Hazards warning and safety signs

## ■ What is a Hazard?

1. When we refer to hazards in relation to occupational safety and health the most commonly used definition is '*A Hazard is a potential source of harm or adverse health effect on a person or persons*'.

## ■ What is Risk?

1. When we refer to risk in relation to occupational safety and health the most commonly used definition is '*risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.*'

# **Mandatory Safety Signs**



**Health Hazard:** A cancer-causing agent (carcinogen) or substance with respiratory, reproductive or organ toxicity that causes damage over time (a chronic, or long-term, health hazard).



- **Flame:** Flammable materials or substances liable to self ignite when exposed to water or air (pyrophoric), or which emit flammable gas.



- **Exclamation Mark:** An immediate skin, eye or respiratory tract irritant, or narcotic.



- **Corrosion:** Materials causing skin corrosion/burns or eye damage on contact, or that are corrosive to metals.



- **Flame Over Circle:** Identifies oxidizers. Oxidizers are chemicals that facilitate burning or make fires burn hotter and longer.



- **Skull and Crossbones:** Substances, such as poisons and highly concentrated acids, which have an immediate and severe toxic effect (acute toxicity).





- **SAFE CONDITION SIGNS**

These signs indicate exit routes in the event of a fire or emergency

# Emergency Signs That you must be aware of it-in our school

- Fire extinguishers/Fire Hose Reel
- Fire Alarm Call Points
- Emergency Exit signs
- Emergency Assembly Area
- Emergency key
- First Aid Kit
- Evacuation Chair
- Evacuation box folder



# Fire safety/ Emergency planning.

- Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- Fire evacuation exercises will be carried out each semester twice within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.

## What you should Do If you Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point
- Contact the safety Officer
- Evacuate to a safe place
- DO NOT USE THE LIFT
- If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors(if we have) are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

## What you should Do If you Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

## Contacting the Emergency Services(only the Principal/HSO will do)

Company Name	Contact Person	Contact Number
Police	Reference no : Al Ittihad National Private School -Al Ain	999
Civil Defence	Reference no : Al Ittihad National Private School -Al Ain	997
Ambulance	Reference no : Al Ittihad National Private School -Al Ain	998
ADEK OSH	ESIS no : 9124	26156999
Child Protection Centre	Reference no : Al Ittihad National Private School -Al Ain	116111
Al Ain Municipality (Electrical/Water)	Reference no : Al Ittihad National Private School -Al Ain	37128000
Al Ain Distribution	Contact Centre	8009008 Acc no : 8878600000 / 9878600000
OSH Officer	Ms. Awatif Laaroussi	0559005665 X209
Nurse	Ms. Khawlah Hamaideh/ Ms. Cinderella Santos	0525385565/0551196875
School Facilities Manager	Mr. Oliver Lupangco	0543455590 X260
School Security	Security	0508772413 X212
School Security (CCTV)		X256

### **FIRE SUPERVISORS**

- Evacuate the area in orderly fashion
- Check all rooms ,lights and AC turned off
- Check Empty tag
- Last person to exit and inform the OSH officer (Area Clear EG. Boys section clear)

### **FIRE MARSHALS**

- Assist Fire Supervisor
- He /She is the last person in the area to evacuate.
- He/ She will check that all areas were empty

### **ASSEMBLY POINT COORDINATORS**

- First person out of the school and at assembly point.
- Gathers all the students
- Straight lines ,teachers behind the line
- Check list (Counts green and red cards)
- Inform OSH Officer (Area clear EG. Assembly Point 1 clear)
- Checking that all the evacuation folders(students attendance, raising the flags if all completed-Green/ or Red if its not completed.
- He/ she will mention if we are ready to go back to the building.



## How you get back to the building?

- The fire responder will report to the safety officer if the building is clear.
- The safety officer will tell the assembly point coordinator to get back.
- The safety officer will monitor the time and give a form for the staff feedback by the end of the day.
- All incidents will be reported and recorded such like why the alarm sound was activated, and if there is any accident happened during the evacuation....

	<b>KG Section</b>	<b>PRIMARY</b>	<b>H.SCHOOL Boy's</b>	<b>H.SCHOOL Girl's</b>	<b>ADMINISTRATIO N</b>
Fire Marshall	Ms.Diana	Ms.Brix	Mr.Romelle	Ms.Baraa	Ms.Pascale
Section Supervisor	Ms.Turfa	Ms.Noor/M sTasneem	Mr.Ahmed	Ms.Jihad/ Ms.Maysaa	Ms.Phoebe
Assembly coordinator	Ms.Imtithal Gate1	Ms.Manal Gate 5	Mr.Saif	Ms.Alia	Ms.Amal

<b>Special need assistance ground floor</b>	<b>Ms. Cherry</b>
<b>Special need assistance 1<sup>st</sup> floor</b>	<b>Mrs. Cindy</b>
<b>OHS Officer / Timer</b>	<b>Ms.Awatif</b>
<b>Fire responder</b>	<b>Mr.Oliver</b>

**Neutral Observer / Inspector Assembly  
point Gate 1**

**Ms.Najat**

**Neutral Observer / Inspector Assembly  
point Gate 5**

**Mr.Badry**

## ■ 4 Assembly points

- **Assembly point 1 (Boys Gr 5-12)**
- **Assembly point 2 (KG1,KG2 and Gr 1)**



- **Assembly point 3 (Gr2,Gr3 and Gr4)**
- **Assembly point 4 (Girls Gr 5-12)**



Classroom Number	Gate	Assembly Pointe
KG1A.KG1B,KG1C KG1D, KG1E,KG1F, KG2C	1	1
<u>KG2D. KG2E. G1A.G1B.G1C.G1D.G1D.G1E.G1F</u>	1	1
KG2A. KG2B. G2F	2	1
G2A.G2B.G2C.G2D.G2E. G3A. G3B. G3C. G3E. SEN Room. Art Room	5	3
G3D. G4A. G4B. G4C. G4D. G4E. ICT LAB1	3	3
G5AG. G5BG. G6AG. G6BG. G7AG. G7BG. G12AG. ICT. LAB2	3	4
G9AG. G9BG. G10AG. G10BG. G11AG. G11BG. G8AG. G8BG. LAB4. Sience Lab. Library.	5	4
G5AB. G5BB. G6AB. G6BB. G6CB. G7AB.G7BB. G8AB. G8BB. G9AB. G9BB. G11AB	1	2
G10AB. G12AB. ICT LAB3. Sience Lab. Library	1	2
Admin Offices. Clinic, Gym. Canteen	1	2

# Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, students' and the school's general well being.



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